

**APPROVED**

**VIRGINIA BOARD OF LONG –TERM CARE ADMINISTRATORS  
LEGISLATIVE/REGULATORY COMMITTEE MEETING  
MINUTES**

The Virginia Board of Long-Term Care Administrators' Legislative/Regulatory Committee convened for a meeting on Monday, February 11, 2008 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Conference Room #2, Richmond, Virginia.

The following committee members were present:

Ted A. LeNeave, NHA  
Martha H. Hunt

The following member was absent:

Bertha Simmons, NHA

DHP staff present for all or part of the meeting included:

Lisa R. Hahn, Executive Director  
Elaine Yeatts, Senior Policy Analyst  
Shannon Roberson, Case Intake Analyst, Enforcement Division  
Annie B. Artis, Licensure Operations Manager  
Rashaun K. Minor, Discipline Operations Manager

Representative from the Office of the Attorney General was present for the meeting:

Amy Marschean, Senior Assistant Attorney General

Guests present in attendance:

Leslie Knachel, Virginia Department of Social Services  
Judy McGreal, Virginia Department of Social Services

**CALLED TO ORDER**

Mr. LeNeave, Chair, called the Legislative/Regulatory Committee meeting to order at 11:16 a.m.

**ORDERING OF AGENDA**

The agenda was accepted as written.

## **PUBLIC COMMENT PERIOD**

There was no public comment.

## **NEW BUSINESS**

### **Assisted Living Facility Administrator- in-Training Preceptor Issues**

Ms. Hahn stated that the board office has received several concerns regarding the difficulty of small facilities in rural areas acquiring ALFA Preceptors to supervise the assisted living facility administrators-in-training. She asked the Committee to discuss some alternatives to assist these facilities by reviewing the regulations and implementing some changes to address the problem.

Ms. Hahn also stated that the board office has received several concerns from current assisted living facility administrators who do not meet the two year requirement to sit for the exam. Ms. Hahn pointed out that the board reduced the AIT hour requirement from 2,000 to 1,000 and then later to 640 hours but the board had not considered reducing the experience requirement and offered that as a possible option.

Ms. Yeatts stated that reducing the number of years of experience from two to one from the date of receipt of the application instead of from the effective date of the regulations may also assist with the current situation.

Mr. LeNeave also suggested that the allowable number of trainees a Preceptor may supervise be increased to a total of four trainees. He further recommended that the application and renewal fees for preceptors be decreased.

The Committee recommended the following changes for review by the full board at its next meeting on March 11, 2008.

### **18VAC95-30-40. Required fees**

2. Preceptor application	\$125	<u>\$50</u>
6. Preceptor renewal	\$100	<u>\$50</u>
8. Penalty for preceptor late renewal	\$35	<u>\$20</u>
9. Preceptor reinstatement	\$150	<u>\$95</u>

### **18VAC95-30-150 Required hours of training**

1. An applicant who has been employed full time for ~~two~~ **one** of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator shall complete 320 hours in an ALF AIT;
2. An application who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least ~~two~~ **one** of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 320 hours in an ALF AIT;  
or
3. An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least ~~two~~ **one** of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 480 hours in an ALF AIT.

### **18VAC95-30-180 Preceptors**

2. Be employed full-time as an administrator in a training facility or facilities for a minimum of ~~two~~ **one** of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility or facilities.
3. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive the application and fee for a person who is approved as a preceptor for nursing home licensure.
- D. A preceptor may supervise no more than ~~two~~ **four** trainees at any one time **to include all trainees of assisted living and nursing home administration.**

### **Break**

The Board recessed for a break at 12:35 p.m.

### **Reconvene**

The Board reconvened at 1:00 p.m.

### **Develop Standard Protocol**

Mr. Roberson gave a brief overview of the standard protocol used when the Department of Health Professions Enforcement Division receives a nursing home administrator case based on a substandard care survey from the Center for quality Health Care Services and Board of Long-Term Care Administrators

Consumer Protection also currently known as the Office of Licensure and Certification. He stated the cases received that are of a severe nature, such as patterns of abuse, neglect and unsafe or unsanitary conditions, are sent directly to the field for investigation. Mr. Roberson provided a matrix outlining the scope and severity of cases.

Ms. Hahn asked Ms. Knachel if the Department of Social Services would provide a presentation outlining how violations are determined specifically in regard to assisted living facility administrators at the next board meeting scheduled for March 11, 2008. She asked that the presentation identify standards that deal solely with the assistant living facility administrators not the facilities.

Ms. Hahn stated that after the March board meeting a work group will convene to develop standard protocols. She further stated that after the protocols have been established a Memorandum of Understanding will be developed between the Board and the Department of Social Services.

Ms. Hahn thanked the Department of Social Services for attending the meeting, for providing information to the Committee, and for agreeing to provide a presentation at the Board's next meeting on March 11, 2008.

### **ADJOURNMENT**

There being no further business before the Legislative/Regulatory Committee, the meeting adjourned at 1:40 p.m.

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Ted A. LeNeave, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date